



System Training and Response (STaR) Team – SAIS Workshop

Preparing for Fiscal Year 2009

This three hour presentation will focus on significant changes to ADE guidelines and procedures for calculating and reporting student absences to SAIS, rules to limit the Average Daily Membership (ADM) generated by any student to no more than 1.0 (or 1.25 under specified circumstances involving JTED satellites) and other changes to SAIS reporting requirements for fiscal year 2009.

Target Audience

Local Educational Agency SAIS Technology Coordinators, Business Officials, and personnel who are responsible for submitting and/or verifying data related to student school membership (Enrollment, Withdrawal, Readmission, Absence, Attendance, Year-end Status).

We do not recommend this workshop for individuals who have responsibilities for reporting data related to student participation in Special Education, English Language Learner, Early Childhood and/or Support Programs exclusively. Since there are only minor, and in some cases no, changes in SAIS reporting requirements for those areas and because very little time during this three hour session will be devoted to presenting that information, we believe that LEA SAIS Technology Coordinators who attend are best suited to disseminate the necessary information to appropriate personnel within their agency. The System Training and Response Team will also release written documentation describing any changes in SAIS reporting requirements for these areas as part of our *SAIS Information Series* at a later date.

Topics

- ADE Guideline GE-20 "Absence Reporting Requirement" and related procedures
- The ADE Business and Finance Division memorandum dated April 3, 2008 "Reporting Absences and Apportionment of ADM" announcing the agency's decision to limit the ADM generated by a student to no more than 1.00 or 1.25 under specified circumstances involving enrollment in a JTED.
- Changes to SAIS Reporting Requirements for FY 2009.

Information for workshop participants:

- Pre-registration through use of the ADE "Calendar of Events" located at <http://www.ade.az.gov/online/registration/calendar/RenderCalendar.asp> is required.
- Session dates, times and locations are found on page 2.
- Sessions will begin promptly at the specified time. Participants are asked to allow adequate time for travel, parking and locating the classroom.
- We anticipate that participants will prefer to have their own copies of the documents used as the basis of and to support this presentation. The documents may be obtained from the STaR Team web site. A limited number of document sets will be available on location to be borrowed by participants for use during the presentation.
- In order to accommodate larger audiences, some venues will have theater style seating without tables. Participants may wish to carry a clipboard or other flat surface to facilitate taking notes.

Supporting Documentation

Documents used to support the presentation will be available for download by noon on Tuesday, May 6 at <http://ade.az.gov/schoolfinance/star> and will continue to be available at that site through the end of the fiscal year.

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Northern Region Locations		
Tuesday, May 20	Noon – 3:00 PM	Humboldt Unified School District Glassford Hill Middle School, Auditorium 6901 Panther Path, Prescott Valley, AZ
Wednesday, May 21	9:00 AM – Noon	Flagstaff Unified School District Coconino High School, Mini Auditorium 2801 N. Izabel, Flagstaff, AZ

Central Region Locations		
Thursday, May 8	9:00 AM – Noon	ADE Student Services Building, Rooms 100/101 2005 N. Central Ave., Phoenix, AZ A parking pass (required for this location) will be sent to registered participants by e-mail the day prior to the event.
Friday, May 9	9:00 AM – Noon	Gilbert Unified School District, Community Education Building 6915 E. Guadalupe Road, Gilbert, AZ (SE Corner of Guadalupe and Power)
Monday, May 12	9:00 AM – Noon	Arizona State Capitol, Executive Towers, 2nd Floor Conference Room 1700 W. Washington, Phoenix, AZ Please review the map available from the STaR Team web site for driving directions and parking instructions.
Friday, May 16	9:00 AM – Noon	Industrial Commission of Arizona, Auditorium 800 W. Washington, Phoenix, AZ Please review the map available from the STaR Team web site for driving directions and parking instructions.
Monday, May 19	9:00 AM – Noon	Tolleson Union High School District Westview High School Auditorium 10850 W. Garden Lakes Parkway, Avondale, Arizona

Southern Region Locations		
Wednesday, May 14	9:00 AM – Noon	Casa Grande Union High School District Casa Grande Union High School, Auditorium 2730 North Trekell Road, Casa Grande, AZ Please review the map available from the STaR Team web site for driving directions and parking instructions. Casa Grande High School personnel will provide shuttle service from a remote parking area to the auditorium for participants who select this venue.
Thursday, May 15	9:00 AM – Noon	Sahuarita Unified School District, Auditorium Pod B 350 W. Sahuarita Road, Sahuarita, AZ

For driving/parking directions, please click on:

Directions to STaR Team Workshop Locations at <http://www.ade.az.gov/schoolfinance/star>